

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

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December 15, 2003

DALLAS REGION: DIRECTIVE NO. 03-03

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGION CENTER AND AGENCY OPERATORS
DALLAS REGIONAL OFFICE PROJECT MANAGERS

FROM: JUNE C. BOSWELL
Acting Regional Director
Office of Job Corps

SUBJECT: VOCATIONAL FUNDS FOR PROGRAM YEAR 2003

1. Purpose: To inform the Dallas Job Corps community of available funds to facilitate vocational program changes and equipment upgrades and to initiate procedures for regional reporting of funds utilization.
2. Background: The provision of relevant vocational training remains a priority for Job Corps. Therefore, in Program Year 2003 (PY03), \$3 million has been allocated to the regions to support vocational changes, upgrades, and equipment needs. Centers are strongly encouraged to assess their vocational trade offerings and determine if these programs result in long-term labor market attachment at sustainable earnings for our graduates. If training programs are not producing positive outcomes for students, then center management should initiate steps to replace low-achieving vocational programs with trade offerings that offer stable employment and higher wages.

It is also Job Corps' responsibility to ensure that training programs are equipped with the essential training equipment and tools. Regions will dispense funds so that centers can purchase up-to-date training materials and replace missing or obsolete equipment.



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3. Allocation of Funds: Vocational funds transfers, to Job Corps Centers, will be based upon an assessment of center's requests and availability of funds. Since most centers have made adjustments based on the vocational reallocation, funds will be made available based on contracted OBS. However, requests supporting the allocation of monies must be consistent with National Office guidelines indicated in Number 4 below.
4. Guidelines for Vocational Change/Equipment Funding. While regional offices have discretion in distributing funds to centers, the following requirements must be met:
 - a. Initiating Vocational Changes
 1. Within funding limits, the region will give first priority to centers **replacing low-performing vocations** with those that have demonstrated opportunities for sustained employment and career growth, based on the local labor market index and employer input. Industry Councils must also play a key role in the selection and replacement of vocational offerings, and provide well-informed input in these decisions.
 2. If vocational changes involve NTCs, the national office will need to approve the changes before related equipment funds are authorized by the regional office and provided to the center.
 3. Funds for vocational change requests will pertain strictly to equipment needs. Any requests that involve facility modifications or new construction must be approved first by the regional office, and then forwarded to the National Office's Architectural & Engineering Unit for review and submission of recommendations to the national director.
 - b. Enhancing/Replacing Vocational Equipment

Before funds are identified for vocational additions or upgrades, center staff should make every effort to ensure that:

 1. Vocational offerings have the potential for secure employment and increasing wages;
 2. Programs offer opportunities for both female and male students;
 3. Programs address the employment challenges that younger graduates, under the age of 18, often face; and,
 4. The necessary resources to support initial employment and career success, such as driver's education, are available.

Funding must be spent on items such as vocational training equipment and furnishings, staff training related to the acquisition of new equipment, and other related training materials that will enhance vocational offerings.
5. Action: Centers shall submit funding requests and report expenses as outlined below. All funds must be obligated by June 30, 2004. The Regional Office will ensure contract modifications are issued for PY-03 funds by January 30, 2004.
6. Reporting Format and Requirements.

- a. Centers shall submit requests to the Regional Office for funding not later than January 9, 2004. Requests shall be submitted in the manner outlined on the attached form. Reporting for funds received prior to PY-03 is not necessary at this time. However, documentation of modernization expenses prior to PY-03 should be on-file at each site and available upon Regional Office request
 - b. Centers shall submit Regional Vocational Funds Summary Reports to the Regional Office (Attention: Division Chief and Project Manager). The report will provide updated information on the allocation and expenditure of the funds. The reports are due by May 20, 2004 to allow the Regional Office ample time to assemble the report for the National Office deadline of May 28, 2004. Centers should refer to JCPI 03-12 for guidance in reporting. See attachments to this directive for reporting format.
6. Inquiries: Questions regarding this Directive should be addressed to June Boswell at (214) 767-2574, or email to boswell.june@dol.gov.

Attachments

- A - PY 2003 Center Vocational Funds Request
- B - PY 2003 Center Vocational Funds Summary Report

ATTACHMENT A

PY 2003 CENTER VOCATIONAL FUNDS REQUEST

Areas Funded	TRADE	VTRC RATING	AMOUNT REQUESTED	Description of Vocational Change
Vocational Changes				
	Center Total			

Areas Funded	TRADE	VTRC RATING	AMOUNT REQUESTED	Description of Major Items Purchased
Vocational Equipment, Tools, and Materials				
	Center Total			

ATTACHMENT B**PY 2003 CENTER VOCATIONAL FUNDS SUMMARY REPORT**

Areas Funded	TRADE(S) FUNDED	Allocated	Expended	Description of Vocational Change
Vocational Changes				
	Center Total			

Areas Funded	Trades Funded	Allocated	Expended	Description of Major Items Purchased
Vocational Equipment, Tools, and Materials				
	Center Total			